

#### 2013

# **Temporary Sign Zoning Permit Application Information**

Please complete the attached temporary sign permit application and site plan. All information needs to be provided or the City will deem the application incomplete and the permit will be returned to applicant. The sign location address and **property owner signature** shall be provided on the permit application. All applicable fees/deposits must be included with each temporary sign permit application.

Signs may not be displayed for more than a total of **90 days per property,** per calendar year. A single permit shall not exceed 30 consecutive days. A permit application must be completed, submitted to the City, and approved for each temporary sign and prior to the sign being displayed. If sign is installed without a permit, the property owner will be issued a citation which may include a court appearance.

Signs must be located on the property of the business and the advertising message must only relate to business conducted on that premises, except that nonprofit or charitable organizations as defined by Internal Revenue Code section 501(C)(3) may have off-premises signs. Nonprofit organizations shall be limited to three signs per event and the signs shall not exceed 90 days per calendar year.

Signs may not be placed in any right-of-way and must be located on an approved surface; not including fire lanes and/or circulation drive lanes. (Asphalt, concrete, class-5 and crushed concrete are considered approved surfaces. Landscaped areas are not considered approved surfaces)

Maximum sign size shall be limited to **48 square feet** and shall not exceed **9 feet** in height. Lettering shall not extend beyond the edges of the sign.

Sign applications take approximately 3-5 working days for City Staff to review and release.

**Required Fees:** (payment due at the time each permit is submitted)

o Fee: \$30.00 for each sign permit

o Deposit: \$100.00 for each sign permit (refundable)

Deposit Refund requests need to be received within 30 calendar days of the "Date Removed" as indicated on permit.

#### **Questions?**

Questions regarding temporary signs and fees should be directed to the Community Development office at 763.635.1000.



### **2013**

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Permit Number: 2013-\_\_\_\_

## **Temporary Sign Zoning Permit**

#### **Property Owner Information**

Property Owner Name:				
Address:			_	
Street	City	State	Zip Code	
Phone:	Fax:		_	
I hereby certify that I have furnished information on this application, which is a for the above mentioned property and that all construction will conform to all examples issued a citation for any and all temporary signs that do not meet the ciagree that the City Official or designee may enter upon the property to perform	xisting state and loca ity ordinance. I am a	l laws and will proceed in accordance with su	hmitted plans. I am aware that I	
1 ,	perty Owner Signature: Date:			
Applicant Information				
Applicant Name and Business/Organization	:			
Address of sign location:				
Phone:	Fax:		_	
Applicant Signature:		Dat	e:	
Sign Information				
Date Installed: Date Removed	l:	Total Number of Da	ys:	
Site Plan Site plan required to be drawn on Page 3 and	d approved s	surface must be indicated.		
Fees \$30.00 + \$100.00 - Fee and deposit payment are	due at the tim	e the permit is suhmitted		
A temporary sign permit fee and deposit are returned when the City receives a request in removed. See page 4 for Deposit Refund Fo	writing for t			
Planning Department Approval: Date:				

Temp Sign Permit Application Page 3 Site Plan Please draw a site plan where the temporary sign will be located. Please check which approved surface the sign will be placed on:  $\square$ Asphalt  $\Box$ Concrete □Class-V ☐Crushed Concrete \*\*SIGNS CANNOT BE LOCATED ON ANY GRASS AREAS OR OTHER LANDSCAPED AREAS\*\* Temp Sign Permit Application



### 2013 Temporary Sign Permit Deposit Refund

Please **<u>DO NOT</u>** include this form with the temporary sign permit application as it will not be filed with the permit.

Please fill out and return/fax this form **AFTER** the sign has been removed.

Requests need to be received within 30 calendar days of the "Date Removed" as indicated on permit or the Deposit will not be returned

Refund checks are mailed out the first and third weeks of the month

110) WILL OF THE STATE OF THE S				
<b>Property Information</b> (of the sign location)				
Address:				
Business Name:				
<b>Refund Check Information</b> (Please print <u>clearly</u> )				
Make check payable to:				
Address:				
Phone number:				
Signature:	_ Date:			
Administrative use only.				
The deposit may be returned in full to the above applicant.				
Planning Department:	_ Date:			
Code	Amount			